

# NORTH CENTRAL MINNESOTA JOINT POWERS BOARD

## SWCD TECHNICAL SERVICES AREA 8

322 Laurel St / SUITE 22 • Brainerd, MN 56401

OFFICE: (218) 755-1942 or (218) 828-6197

### Minutes

North Central Joint Powers Board Executive Committee

March 25<sup>th</sup>, 2016

Environmental Services, Beltrami Courthouse, Bemidji, MN 56601

### Attendees:

**Executive Committee Board:** Robert Albrecht, Brad Kennedy, Allen Linder, William Patnaude, Tom Schultz, Don Simons, Ruth Trask, Bill Westerberg, Beth Hippert

**Meeting called to Order by Chairman Don Simons at 9:30 a.m.**

### Agenda Approval 03-25-2016 Secretary's Report 2-25-2016.

**Motion** to approve agenda by Robert Albrecht

**Second:** Allen Linder

**Opposed:** None

**Motion carried.**

**Motion** to recommend approval of 2-25-2016 Secretary's report by Ruth Trask

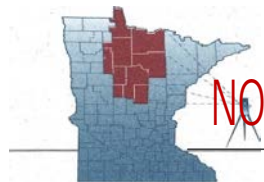
**Second:** Robert Albrecht

**Opposed:** None

**Motion carried.**

### Applicant qualifications, resume review: Bill Westerberg

Bill provided a summary of applicant qualifications; Dylan Nistler was the only applicant that met minimum qualifications. Chair, Don Simons asked for an opinion on lack of applicants. Bill and Brad suggested that competition and location might have been factors. Beth agreed, and did not think it was due to lack of advertising, noting when the position was reposted it went out to more technical colleges and newspapers and was posted longer. The announcement was advertised at Technical and 4-year Colleges that offered Surveying, Civil Engineering, Drafting and Design, and in four newspapers 3 weeks, 2 times a week (Wed and Sunday): Brainerd Dispatch, Bemidji Pioneer, Forum of Fargo and Moorhead, and Grand Forks Herald. Don asked Bill and Brad about the time commitment and resources needed to train Dylan.



# NORTH CENTRAL MINNESOTA JOINT POWERS BOARD

## SWCD TECHNICAL SERVICES AREA 8

322 Laurel St / SUITE 22 • Brainerd, MN 56401

OFFICE: (218) 755-1942 or (218) 828-6197

They agreed they were comfortable with the level of training he would need and that most would be on-the-job. Ruth reviewed an overview of CAD training options they included:

1. Boot Camp, a \$2695.00 5-day training.
2. CAD 3-D Civil Tutorial \$24.99/month. 19 hours of video training.
3. CAD Certification, St Cloud College of Business.

### **Review interview questions and procedure**

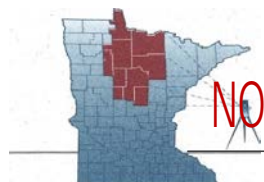
The committee delegated Chair Don Simons to ask all the questions in Dylan Nistler's 2<sup>nd</sup> interview. The applicant was interviewed at 10:30. Don asked Dylan if he was still interested in the position. Dylan said he was and when asked if he had found CAD training he said he had looked into online courses. When asked about when he could start, he said he was available to work part-time Monday and Friday (8hr) and 4 hours Wednesdays until school ended at which point he would start working full time.

### **Applicant qualifications, conditions, offer (Decision)**

Dylan's qualifications and cost for CAD training were discussed by the Committee. After much discussion, all agreed that additional costs for CAD training be factored into his compensation.

**Motion by Robert Albrecht** to offer Dylan the Conservation Tech position under the following terms:

1. **Starting part-time employment April 11<sup>th</sup>, 2016**
2. **Starting salary of \$16.00 per hour. Upon full time employment increasing to \$17.38 at Range 64 Step 1, effective May 9<sup>th</sup> 2016.**
3. **Insurance stipend of \$382.00 per month upon full-time, effective May, 9 2016.**
4. **A minimum six-month probationary period.**
5. **At the conclusion of the probationary period, the Executive Board will conduct a formal performance review. At the conclusion of this review there may be an adjustment made by the Executive Board on the annual wage. If approved, salary would be adjusted to Step 2, Range 64; \$17.93.**



# NORTH CENTRAL MINNESOTA JOINT POWERS BOARD

---

## SWCD TECHNICAL SERVICES AREA 8

322 Laurel St / SUITE 22 • Brainerd, MN 56401

OFFICE: (218) 755-1942 or (218) 828-6197

**Second:** Allen Linder

**Opposed:** None

**Motion carried.**

**Motion by Robert Albrecht** to authorize Engineer William Westerberg to purchase CAD training program out of amount budgeted for training and approved by the JPB Board.

**Second:** Ruth Trask

**Opposed:** None

**Motion carried.**

Following the decision, the Board invited Mr. Nistle back into the room. The Board offered him the position and provided a written version of the conditions and compensation as well as a letter of acceptance for his signature. Mr. Nistler thanked the Board for the offer and said that he would get back to them with his decision the next week. The Board thanked Mr. Nistler for his time.

**Motion to adjourn** by Allen Linder

**Second:** Robert Albrecht

**Opposed:** None

**Motion carried**

**Meeting adjourned at 12:15 p.m.**